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HUMAN RESOURCE MANAGEMENT

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Human Resource Manpower Plan for MixCraft

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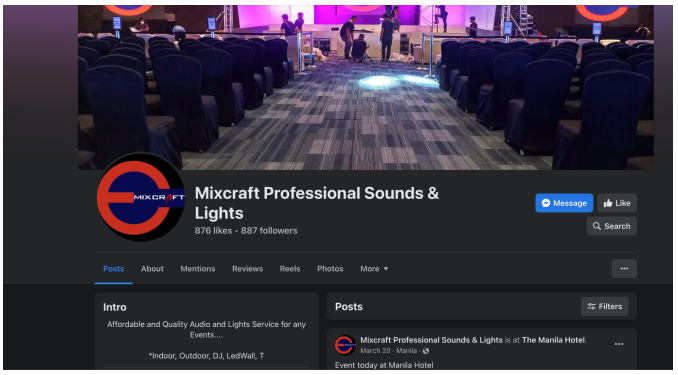
Overview of the Business (Font: 12, heading and contents)

Lights and Sound System is a company that specializes in providing professional audio and lighting equipment for events such as concerts, weddings, corporate events, and other social gatherings. The company was established in 2011 under the name Spin Audio, and in 2012, it was rebranded as Mixcraft Lights and Sounds. Alexander Arevalo owns the company.

Business Lights and Sound System has built a reputation for providing its clients with top-notch audio and lighting services. They have worked with many clients, including event planners, production companies, wedding planners, and individuals hosting private events.

The company's services include audio and lighting equipment rental, event production, and installation. They have a team of experienced technicians knowledgeable in audio and lighting technology and can help clients plan and execute their events successfully. Overall, Business Lights and Sound System is a reliable and professional audio and lighting company that can help make any event successful and memorable.



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2. Introduction (Font: 12pt, heading and contents)

According to Heathfield (published on February 28, 2021), Human Resource Management is concerned with all issues within a company's personnel. This includes but is not limited to the recruitment and employment of new employees, communication with existing employees, administration of company policies, training, compensation, performance management, organization development, health and safety, and the provision of benefits.

ADP (n.d.) states that developing personnel policies and procedures that contribute to achieving strategic plans and corporate objectives is a component of human resource management. Our objective requires cultivating a culture that faithfully reflects our core values and provides employees with the necessary tools to be as productive as possible.

This study analyzes and discusses the labor strategy adopted by MixCraft, a local company specializing in lighting and sound systems. The company is expanding, and many human resources challenges come with that expansion. These issues include attracting and retaining top talent, developing employee skills, and ensuring that the organization has the correct number of employees in the right positions to meet its business objectives. If the company does not have a well-defined strategy, it risks falling behind its competitors, losing market share, and experiencing a significant increase in employee turnover. In this research, we will discuss the significance of MixCraft developing a comprehensive plan for its human resources and the steps the company can take to ensure that it has the proper personnel to support its growth and success. In addition, we will discuss the various strategies the organization can use to recruit and retain the industry's most talented employees.

The purpose of this paper shall respond to the following queries:

1. What are the strategic plans for Human Resources in the business?

2. How Does Human Resources Management assist the business in reaching its goals?

3. What does the company provide the training?

A. Staff Acquisition or Recruitment and Selection

According to Amodeo J. (7 October 2022), organizations require the processes of staff acquisition, recruitment, and selection. This is because these processes involve locating, enticing, and recruiting individuals with the appropriate education, expertise, and experience to assist the company in achieving its goals.

The business posts job openings on social media platforms and online job boards to attract qualified candidates. In addition, walk-in applications and referrals from current staff members are encouraged. The recruitment process includes reviewing applications, conducting preliminary interviews, conducting assessments, and conducting final interviews with the manager or department chief.

B. Resource Calendars

According to Landau P. (2022, August 9), Human resources departments may find that a resource calendar is an indispensable tool for administering staff and maximizing resource use. The following are a few methods that human resources may benefit to utilize a resource calendar:

1. A resource calendar may aid human resources departments in allocating time for employees' vacations, training, and other forms of time off. This can be beneficial for ensuring that there are no conflicts and that the company's personnel needs are met.
2. Human resources departments can benefit from using a resource calendar to facilitate the deployment of resources such as personnel, equipment, and meeting locations. This can help ensure that resources are utilized effectively.
3. Utilizing resource calendars, human resources departments can plan for future personnel requirements. By monitoring employee availability and workload, HR departments can anticipate future personnel shortages and make the necessary preparations.
4. Human resources departments can track employee attendance, punctuality, and workload using a resource calendar. This can aid human resources departments in identifying problems and implementing the appropriate solutions.

Human resources departments can find a resource calendar to be a very useful assistance when it comes to managing their workforce and ensuring that their resources are being utilized as efficiently as possible. Utilizing a resource

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calendar, human resources departments can optimize their workforce numbers, improve communication, and streamline operations to meet the organization's needs better.

Personels	Employees Availability	LOA	Planned Work	National Holiday
Aaron Masangkay	7 hours	5 days	20 days	5 days
Max Pineda	7 hours	5 days	20 days	5 days
Ron Mariano	7 hours	5 days	17 days	5 days
Francis Estrella	7 hours	5 days	20 days	5 days
Luis Balingit	7 hours	5 days	20 days	5 days

C. Training and Talent Management

Personnel management helps companies hire and retain top talent, which boosts performance. It meets and develops employee needs. Talent search may start with HR or talent management. Talent appraisal needs definition. Effective talent acquisition approaches can quickly discover top applicants. Skill development initiatives keep staff functioning well. This inspires staff talent management and maximizes employee talent. Dissatisfied employees and high turnover might hurt the business (14 Talent Management Strategies, 2022)**.**

Mixcraft Head Office recognizes that investing in our talent and training is essential to the success of our business. As such, our human resource management power plan strongly emphasizes talent and training management. We prioritize hiring individuals passionate about the industry and offer opportunities for growth and development within the company. Our team members obtain consistent training to ensure they have the most up-to-date technical knowledge and skills. This translates to an exceptional standard of customer service for our clients. We are committed to fostering and supporting our employees' career goals and providing a productive work environment that encourages growth, education, and participation. Due to its emphasis on talent and training management, Mixcraft's headquarters is well-positioned to achieve its business objectives and provide value to our customers.

D. Development

According to the Society for International Development (17 February 2021), development results in expansion, advancement, positive changes, or an enhancement of physical, financial, cultural, and cultural components. The development objectives are to enhance the population's standard of living and quality of life and generate or expand regional income and employment opportunities. All of this should be accomplished with minimal impact on the environment's natural resources. Mixcraft Lights and Sound Framework company energizes advancement by giving regular salaries, job opportunities,

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and business prospects. The company employs sound technicians, light technicians , and support staff in the company and places where it operates the setup of sound system equipment. The company also provides employment and economic benefits. By supporting local livelihoods, the Mixcraft Lights and Sound System company contributes to the economic development and advancement of the communities it serves. The Mixcraft Lights and Sound System company is a symbol of development because it supports environmental sustainability, improves customer satisfaction, and creates money and jobs in the communities where it operates.

E. Performance Reviews

Performance evaluations provide favorable feedback for both the employer and the employee. They allow your staff to be commended for a job well done or to draw attention to areas requiring more attention. Acknowledgment and constructive criticism are both effective sources of motivation to better oneself. In the absence of criticism, team members may be unable to enhance their performance because they are unaware of it. Once the obstacles to success have been identified, the management team and the staff can devise solutions for overcoming them. Consider the fact that discourse-based performance evaluations are the most effective. In addition to providing feedback, individuals should be able to express any concerns or suggestions. Maintaining open communication channels strengthens working relationships, promotes collaboration, and boosts morale. (Stanley, 2022)

The Mixcraft Lights and Sound System manager conducts performance evaluations as follows: he always bases his assessments on how the staff uses the equipment and how

active or inactive the staff is; the sole condition is that they must be active during events and courteous to all clients.

F. Recognition Awards

According to BDC (n.d.), businesses use rewards and recognition to demonstrate their employees' appreciation and motivation. Employees who complete the responsibilities outlined in their job description and achieve their goals typically receive monetary bonuses for recompense and recognition. Reward and recognition can also be given to a group for its accomplishments and for achieving the project's objectives. Rewards and recognition can be monetary payments (bonuses) or non-monetary (acknowledgment in a company newsletter or during a regular team meeting). However, their primary function is to shape employees' behavior and work ethic. In addition, they allow employees to share in the benefits of their labor. Reward and recognition can take monetary (such as incentives) and non-monetary (such as acknowledgment in a corporate newsletter or during a regular team meeting) forms. They could also take the form of gifts or celebratory meals purchased with money.

The manager of Mixcraft Lights and Sound System evaluates the efficacy of his or her employees based on several criteria, including their attendance, punctuality, level of customer satisfaction, level of productivity, and level of teamwork. It implements a rewards and recognition program that provides incentives and benefits to employees with exceptional job performance.
In addition, the company hosts an annual ceremony of appreciation to recognize its employees for their outstanding accomplishments.

G. Employee and Labor Relations

A company's personnel and labor relations can significantly impact its bottom line, either positively or negatively. The following are some of how they can impact a business:

According to Bhat A. (2023). Employees with a sense of purpose and job satisfaction are more likely to be productive and achieve superior results. A healthy relationship between management and employees can help raise workplace morale, increase output, and enhance job quality. Reputation has a drastic impact; an organization's labor relations can affect its reputation, particularly when allegations of discriminatory practices or mistreatment of employees are made. Unfavorable publicity can harm a company's reputation, reducing sales and causing difficulty in acquiring new customers. A

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positive labor relationship can contribute to the prosperity of an organization, whereas a negative labor relationship may harm the organization. It is essential for businesses to cultivate positive relationships with their employees and to respond swiftly and equitably to any workplace issues that may arise.

The Business upholds the values of respecting for one another, open communication, and a dedication to doing the right thing are the pillars of the company's employee and labor relations. It maintains positive relationships with its personnel and the labor unions representing them and complies with the country's labor laws and regulations.

H. Health and Safety Risks Program

By instituting a health and safety program, a company can enhance its well-being and bottom line in several ways. The following are some of the most significant benefits:

According to Thomas S. (2021). Protecting Workers from Dangers and Injuries on the Job This is the primary benefit of having a health and safety program, as it protects employees from workplace hazards and injuries. Businesses can reduce the likelihood of workplace accidents and injuries by identifying and eliminating potential hazards. This, in turn, can result in decreased inactivity, improved employee morale, and higher productivity levels. Customers, investors, and other stakeholders tend to have a more favorable opinion of businesses that emphasize the health and safety of their employees. This can enhance the company's reputation, sales, and financial performance.

In conclusion, implementing a health and safety program can provide numerous benefits to businesses, including the protection of employees, the reduction of costs, the demonstration of commitment, the observance of regulations, and the enhancement of reputation.

The company ensures the well-being of its employees by providing them with safety training and operating guidelines for various machines. In addition, the company conducts routine safety inspections and risk assessments of its facilities and equipment.

Recommendation

The Human Resource Department of a company is one of the most crucial parts of a business as it affects the development of employees, which connects to the overall performance of Mixcraft Sounds & Lights. The following are a few recommendations for the business's development:

1. Having an upper hand against competitors

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There are a lot of professional sound and light services, and Mixcraft should think of ways to stand out in the crowd. What specialty does the business offer that other brands do not possess? Trends are continuously changing, and we must immediately consider ways to go with the trends.

2. Proper training

Expertise and many years of working in a certain field do not mean one should not undergo training. This training may include adjustments to a business's specific system that differs from an employee's past company. With the introduction and training of a personal business system, there will be a smoother flow in production and better teamwork.

3. Employee connection & chemistry

Employees with no common interests or skills can be hard to get along with and even cause conflicts in the future. Working under the same brand, staff should have a common goal so they are all on the same page, improving their relationships with colleagues and better performance.

Acknowledgment

Dear Mr. Arevalo,

This letter expresses my deepest gratitude for your contribution to our research paper, and I hope it finds you well. Your assistance and participation were essential to ensure the resounding success of this paper.

Again, thank you for your substantial contribution to our paper. Your efforts will have a significant and enduring impact, and I am grateful to have had the opportunity to work with you. I look forward to working with you in the future, and I wish you success in all your endeavors.

Regards,
Zamuco, Charles Andre P.
Yumang, Noah Ezekiel H.

Appendix

FAR EASTERN UNIVERSITY
Institute of Accounts, Business and Finance
Business Administration Department

Business Owner-Participant Consent Form

Title of the Project: HR Manpower Plan

- I Arevalo, Alec Matthew L. agree to participate in the interviews.
- I understand that even if I agree to participate now, I can withdraw at any time or refuse to answer any question without any consequences of any kind.
- I have had the purpose and nature of the study explained to me by the concern students and I have had the opportunity to ask questions about the study.
- I understand that participation involves providing data and information necessary for the students to comply with their HR Manpower Plan Paper, a course requirement equivalent to Final Examination under the course Human Resource Management - MGT 1106.
- I understand that I will not benefit directly from participating in this interview.
- I agree to my interview being audio-recorded and/or pen and paper recorded.
- I understand that all information I provide for this study will be treated under the legal provision of Data Privacy Act of the Philippines.
- I understand that in any report on the results of this academic paper my identity will remain anonymous. This may be done by changing my name and disguising any details of my interview which may reveal my identity or the identity of the people I speak about.
- I understand that any material data or information from my interview may be quoted in dissertation, thesis, conference presentation, published papers etc.
- I understand that signed consent forms, original audio recordings and written recordings will be retained in physical and online storage facilities such as websites and internet archives.
- I understand that under freedom of information I am entitled to access the information I have provided at any time while it is in storage as specified above.
- I understand that I am free to contact any of the students involved in the interview to seek further clarification and information.

Name and signature of business-owner participant: Alec Arevallo

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Date: April 25, 2023

Names and signatures of students:

1. Yumang, Noah Ezekiel H.
2. Arevallo, Alec Matthew L
3. Zamuco, Charles Andre P.

Date: April 25, 2023

dti
PHILIPPINES

This certifies that

LIGHTS AND SOUND RENTAL MIXCRAFT
(NATIONAL)

is a business name registered in this office pursuant to the provisions of Act 3883, as amended by Act 4147 and Republic Act No. 863, and in compliance with the applicable rules and regulations prescribed by the Department of Trade and Industry.
This certificate issued to

ALEC MATTHEW LURES AREVALO

is valid from 25 April 2023 to 25 April 2028 subject to continuing compliance with the above-mentioned laws and all applicable laws of the Philippines, unless voluntarily cancelled

In testimony whereof, I hereby sign this

Certificate of Business Name Registration

and issue the same on 25 April 2023 in the Philippines.

ALFREDO E. PASCUAL
Secretary

Business Name No. 4896771
This certificate is not a license to engage in any kind of business and valid only at the scope indicated herein.

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